

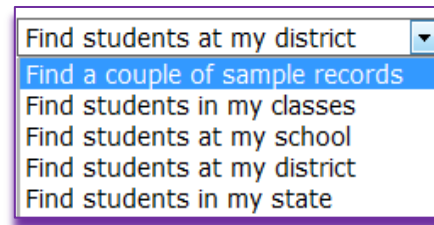


Search Tips

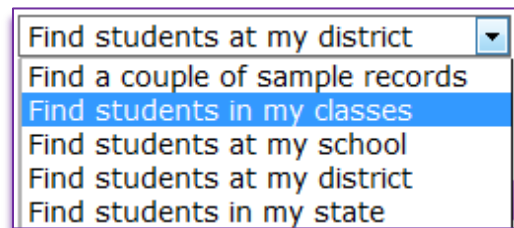
Students

Be sure to use the drop down filter to adjust your search based on your level of access.

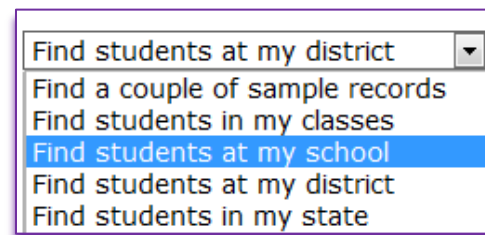
All users have access to "a couple of sample records" for training/sample purposes:



If you are a teacher, your email address must be entered correctly in the staff catalog in eSchoolPLUS in order to search for students in your classes:



If you are a school-level user, with proper permissions assigned from your district Triand Account Owner, you are able to search for students in your school:





If you are a district-level user, with proper permissions assigned from your district Triand Account Owner, you are able to search for students in district:

A screenshot of a dropdown menu with a purple border. The menu is open, showing six options. The first option, "Find students at my district", is highlighted in blue. The other options are "Find a couple of sample records", "Find students in my classes", "Find students at my school", "Find students at my district", and "Find students in my state".

If you are a counselor/registrar, with proper permissions assigned from your district Triand Account Owner, you are able to search for students in your state, as well as your school/district, depending on your access:

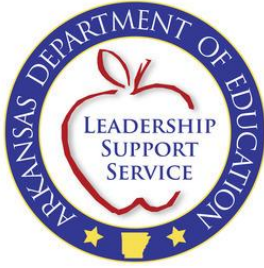
A screenshot of a dropdown menu with a purple border. The menu is open, showing six options. The last option, "Find students in my state", is highlighted in blue. The other options are "Find students at my district", "Find a couple of sample records", "Find students in my classes", "Find students at my school", and "Find students at my district".

The search box is not case sensitive, nor does order matter. You can enter any combination of the student's first/last name, state ID number, DOB (year-month-day), current or previous school/district, or last four digits of his/her SSN to find the student in the system.

To display on **active students** in a search, key "enrolled:true" in the search box prior to clicking "Search":

A screenshot of the "Search Records" form. It has a purple border. On the left, there is a text input field containing "enrolled:true" and a purple "Search" button. On the right, there are two dropdown menus: the top one is set to "Find students in my state" and the bottom one is set to "For any grade".

This is particularly important when using the "Download list" and "Smart Core Letters" buttons. This will provide you only download students who are actively enrolled within your district.



Friends

Use the drop down filter to adjust your search based on the location of the user for whom you are searching:

A screenshot of a dropdown menu. The menu is open, showing several options. The first option, "Find someone who has already signed up", is highlighted in blue. The other options are "Find someone who is already my friend", "Find someone at my school", "Find someone at my district", and "Find someone in my state".

The search box is not case sensitive, nor does order matter. You can enter any combination of the user's first/last name and/or location to find the user in the system.

FOR ACCOUNT OWNERS ONLY:

When needing only active users in your district, adjust the drop down filter to "Find someone at my district" and key "activated:true" in the search box before clicking "Search":

A screenshot of the "Search Friends" form. The search box contains the text "activated:true". To the right of the search box is a purple "Search" button. To the right of the search box is a dropdown menu that is open, showing the option "Find someone at my district" selected.

This will provide a list of users at your district with active accounts in the system.

When needing only inactive users in your district, adjust the drop down filter to "Find someone at my district" and key "activated:false" in the search box before clicking "Search":

A screenshot of the "Search Friends" form. The search box contains the text "activated:false". To the right of the search box is a purple "Search" button. To the right of the search box is a dropdown menu that is open, showing the option "Find someone at my district" selected.

This will provide a list of users at your district with inactive accounts in the system.



When needing to find any user who you have given state-level access to request transcripts and/or receive transcript notification emails, adjust the drop down to "Find someone who is already my friend" and key "sharing:students_pass" in the search box before clicking "Search":

Search Friends	
<input type="text" value="sharing:students_pass"/>	<input type="button" value="Search"/>
<input type="text" value="Find someone who is already my friend"/> <input type="button" value="v"/>	

This will provide a list of users you have given permission to view and send records for the state and/or receive transcript notification emails.



Classes

Use the drop down filter to adjust your search based on your level of access.

Teachers can “Find classes that I teach”; users with a school name in their profiles can “Find classes in my school”; and users with district-level access can “Find classes in my district”:

A screenshot of a web-based dropdown menu for finding classes. The menu is open, showing four options: "Find classes I teach" (selected and highlighted in blue), "Find classes I teach", "Find classes at my school", and "Find classes at my district". The menu has a small downward arrow icon on the right side of the header.

You can filter by subject and/or grade level using the drop down filters, provided that information is entered in eSchoolPLUS:

A screenshot of a web-based dropdown menu for filtering by subject. The menu is open, showing five options: "For any subject" (selected and highlighted in blue), "For any subject", "For Language Arts", "For Math", "For Science", and "For Social Studies". The menu has a small downward arrow icon on the right side of the header.A screenshot of a web-based dropdown menu for filtering by grade level. The menu is open, showing 15 options: "For any grade" (selected and highlighted in blue), "For any grade", "For grade PK", "For grade KG", "For grade 1", "For grade 2", "For grade 3", "For grade 4", "For grade 5", "For grade 6", "For grade 7", "For grade 8", "For grade 9", "For grade 10", "For grade 11", "For grade 12", and "For grade HS". The menu has a small downward arrow icon on the right side of the header.

The search box is not case sensitive, nor does order matter. You can enter any combination of the teacher’s name (as it is entered in eSchoolPLUS) and/or the class name (as it is entered in eSchoolPLUS) to find the roster in the system.